

## **Annex 2. Institutional questionnaire for higher education managers involved in the design of support measures for international academics**

This questionnaire was designed for the EU-funded Erasmus+ [UniWeliS](#) (*Supporting internationalisation of higher education through professionalising services for mobile academic staff*) project. Coordinated by SAIA, n. o. (Slovak Academic Information Agency), UniWeliS brings together the Academic Cooperation Association (ACA), Polish National Agency for Academic Exchange (NAWA), the University of Nis, Sofia University “St. Kliment Ohridski” and Comenius University Bratislava.

The aim of the interviews was to collect evidence and data on (a) obstacles to more advanced support services offered at higher education institutions to international researchers, lecturers, and PhD students and (b) professional development needs of higher education staff involved in the support of incoming academics in Central-Eastern and South-Eastern Europe.

### **Questionnaire**

#### **Introduction**

- UniWells project
- Objectives and structure of the interview
- Policy & confidentiality

#### **Part 1: Participants' profile**

1. What is your institutional affiliation (name of organisation and service)?
2. What is your position?
3. What is your role with regard to international researchers/lecturers (incl. PhD students)?

#### **Part 2: Institutional approach**

4. How many foreign researchers and PhD students are roughly employed at your institution (on temporary and permanent contracts)?
5. How committed is your institution to attracting and supporting international researchers/lecturers (incl. PhD students)?
6. Does your institution have a standard procedure in place to organise and support the stay of international researchers/lecturers (incl. PhD students)?
7. What services does your institution offer to support international researchers/lecturers (incl. PhD students)?
8. Does your institution maintain contact with international researchers/lecturers (incl. PhD students) after their stay?
9. Do you cooperate with any external partners to promote your institution or recruit staff?
10. Are there any professional development opportunities for HE managers dealing with international attractiveness of your institution?
11. Who else provides support to international academics in your country to your knowledge?
12. What problems do you see, if any, when it comes to better promotion and international visibility of the university/faculty?
13. How could the institutional strategic and organizational approach to attracting and retaining international academics be further improved at your institution?

#### **Part 3: Desired staff competence**

14. What knowledge is required to promote the university as a destination for talents from your perspective?
15. What skills are important to promote the international attractiveness of your institution?
16. What kind of attitude is important?

#### **Part 4: Professional development and training**

17. What knowledge/skills/attitudes do you feel you need to have to excel in your managerial role?
18. What major challenges have you experienced in fulfilling your managerial role?
19. What kind of training would you like to get to enhance your competence and to develop professionally?

#### **Closing**